

Finance and Government Operations Commission Meeting Minutes  
Middletown, Connecticut  
July 31, 2013  
Municipal Building Room 208  
7:00 P.M.

Present: Ronald Klattenberg, Philip Pessina, Joseph Bibisi, William Oliver, Carl Erlacher, Thomas Serra, William Russo, Brian Young, Christine Bourne- Local 466 President, Mayor Daniel Drew, City Attorney Brigham Smith, Superintendent Patricia Charles, Police Chief William McKenna, Wayne Bartolotta

Absent: Hope Kasper

1. Ronald Klattenberg called the meeting to order and requested a motion to approve the minutes from the June 26, 2013 Finance and Government meeting. Philip Pessina made the motion to approve and Joseph Bibisi seconded.
2. The following Departments are scheduled to discuss their budget and programs:  
Ronald Klattenberg requested that the items on the agenda be altered to hear the Mayor's Office/Legal first; all agreed.

**A. Mayor's Office/Legal – Ordinance for Merger of Parks Division (currently of Parks and Recreation Department) into the Department of Public Works; Ordinance for Merger of Senior Services Department and Recreation Division (currently of Parks and Recreation Department) into (new) Recreation and Community Services Department.**

- Mayor Daniel Drew discussed the second round of the proposed above mergers. He stated that there will be a cost savings of \$150,000. Part of the savings will be eliminating the job description of a Park Maintainer IV (due to retirement) in that department; in return, all Park Maintainer III's will increase one step for the added responsibilities. Also, the Park and Recreation Department will go back to the Butternut Street location to save the rental cost on the current Riverview site.
- Mayor Drew also stated that by combining these departments there will be no duplicate items purchased, example the plasma cutter.
- Thomas Serra made the motion to send to the Council Floor and Joseph Bibisi seconded.

**-Approved unanimously to send to the Council Floor-**

- B. Carl Erlacher stated that the Public Comment portion of the meeting was accidentally omitted from the agenda. Philip Pessina made a motion to add to the agenda, Joe seconded.**

**C. Public Comments:**

Christine Bourne stated that she would have liked the public comments heard before this commission agreed to move the Mayors' request to the council floor. She stated that the union is not on board with the merger of the Parks Department into the Public Works Department, different duties. Chris also stated; that as the budget analyst for this department, the savings was last year and she does not see any future potential savings. She would like to see where potential savings is coming from; it has not been shown to the Union or the department.

- Ron asked Carl if he was familiar or involved with any of these discussions.
- Carl Erlacher noted that he would discuss the report with Chris at a later date.
- Chris commented on the Parks Department being short staffed at this time, there were eighteen employees now there are only eight; extremely difficult for all of the parks and fields to be maintained when they don't have the positions filled. She also made a comment on the CNR monies stating that the list was handled by the Finance Department and if we are buying duplicate items they should be denied. If two separate departments are requesting the same item then both departments' directors should be notified prior to the purchase, since both departments consistently work well together.
- Ronald Klattenberg stated that there are two votes before the re-organization goes through, and he believes that there are discussions to be had.
- Chris stated that this had already gone through ordinance study when they specifically asked for it to be tabled for a month.
- Thomas Serra asked if William Russo can speak a few minutes on the merger and what was just brought forward by Christine.
- William Russo stated that there was a discussion with the union where Ed Thibedeau was present; he also stated, "the Mayor doesn't want five guys at this level telling one guy at this level what to do, this is where the consolidation is coming in."
- Chris said, yes, you did meet but you did not come to an agreement with the union.
- Billy also said that he had spoken with the employees in the Parks Department. Brian Young stated that the department needed more people with a pool certification, he was the only one left due to retirements; other employees expressed concern regarding departmental promotions.

**D. BOE- Resolution approving BOE copier agreement with A & A Office Systems**

- -City Attorney Brigham Smith discussed why the BOE copier lease approval was before this commission. The explanation given was the leasing company, DeLage Landen refused to enter into a lease with the BOE, it would only agree to the 60 month lease with the City due to the fact that in terms of taxes it has to be with an entity that under the Internal Revenue Code which has certain powers such as eminent domain and the power to tax. Attorney Smith stated that he would comprise a motion authorizing the City to enter into an agreement with DeLage Landen and a sub-lease with the BOE so the City is protected. The total amount of the lease is \$782,119.80 to be paid over 60 months; principle amount \$717,449.01 and interest of \$64,670.79.
- -Superintendent Patricia Charles stated that by entering into this 60 month lease, the BOE would be saving \$96,000.00 per year.
- -Phil made the motion to approve and Joe seconded.

**-Approved unanimously to send to the Council Floor-**

**E. Central Communication-Appropriation Request for Replacement OT for Dispatchers to cover budget shortfall in FY 12-13 in the amount of \$8,500.00**

-Phil made the motion to approve and Joe seconded.

**-Approved unanimously to send to the Council Floor-**

**F. Public Works-2013 Road Bond Preliminary List; Grant Confirmation for Clean Diesel Grant- Plow Truck in amount of \$41,201.75 from DEEP Clean Diesel Program; Appropriation Request (transfer from Sanitation Budget to Sanitation Depreciation/CNR) for purchase of Waste Removal Containers/Supplies in amount of \$70,000.00; Resolution to create new line item and transfer funds to new line to purchase Snogo Snow Blower.**

- William Russo explained that one of the requirements for obtaining this Clean Diesel Grant to purchase a Plow Truck was the elimination of one of their current trucks by 12/31/13; also that we needed to have a purchase order in place by September in the amount of \$41,201.75.
- Ron suggested adding the proper wording of, "removal of a truck" before this goes to the council floor.
- Joe made the motion to approve and Phil seconded.
- Bill also discussed the transfer of \$70,000.00 from the operating sanitation budget to the sanitation depreciation (CNR) budget, for the purchase of waste removal containers in the district. The existing twelve iron garbage receptacles will be moved to park locations.
- Phil made the motion to approve and Joe seconded.
- Bill explained the need for transferring the existing 2012-13 CNR line items into a newly created line item for the purchase of a Snogo Snow blower.
- Joe made the motion to approve and Phil seconded.
- Bills' last item discussed was the 2013 Road Bond Preliminary list.
- Tom made the motion to approve and Phil seconded.

**-Approved to send to the Council Floor-**

**G. Human Relations- Request of \$275.00 for 11 employees to attend mandatory Sexual Harassment Prevention Training on August 13, 2013.**

- Phil made the motion to approve and Joe seconded.

**-Approved unanimously to send to Council Floor-**

**H. Police – Grant Confirmation for Animal Control Donations in amount of \$5,149.55; Grant Confirmation for CT Drug Investigation Fund – Confiscated Funds in amount of \$25,898.**

- Police Chief William McKenna explained the donations received will be used to defray the costs of caring for the animals impounded by the Animal Control Officer.
- Tom made the motion to approve and Phil seconded.

**-Approved unanimously to send to Council Floor-**

- Chief McKenna explained the eighty five percent of the grant funds will be earmarked for Street Crime activities and the fifteen percent will be used for educational purposes.
- Phil made the motion to approve and Joe seconded.

**-Approved unanimously to send to Council Floor-**

- Chief McKenna also requested an Appropriation for \$200,000.00 for overtime costs. This added OT will be done during drop off and pick up times at every City of Middletown school; the additional OT cost will be resource officers assigned to provide security throughout the day.

- Tom suggested that this request be referred back to the Public Safety Committee for discussion.
- Joe made the motion to refer back to the Public Safety Committee and Phil seconded.

**-Information Only-**

**I. Finance – CNR Resolution for the 2013-14 CNR Plan; Audit Communication Memo from Blum Shapiro (City Auditor) in re to SAS No. 114 “The Auditor’s Communication with Those Charged with Governance.”**

- Carl stated that he discussed with the Mayor the departments CNR requests which came in with a total of \$3.8 million dollars; after the discussion Carl met with the Directors regarding modifications.
- Tom requested Carl to look at the projections and have it ready for the September Finance & Government meeting.

**J. IT- Discuss updates on Common Council Technology, including implementation of IPADS**

- William Oliver explained that Granicus was not the delay in this project implementation, it was due to the company that was hired by the City to install the equipment in the Council Chambers. This is being rectified at this time.
- Bill suggested iPad training be scheduled for the Council Members; all agreed.

**-Informational Only-**

**K. IT/Public Works – Overview of Safety Improvements to City Hall.**

- Tom asked Bill Russo and Bill Oliver if the City Hall improvements have been completed: safety glass for Tax Collectors Office, Parking Department Safety Glass and the 27 replacement doors. He stated that these renovations have been funded and approved by the Council.
- Bill Russo stated that everything is in place and ready to go, they are just waiting for the final ok from the Mayor.

**-Informational Only-**

**5. Regular Reports --**

- Transfer of Funds
- City’s Investments
- Monthly Expenditure Summary Report
- Department Over-Time Reports

6. The next meeting is August 28, 2013 at 7pm in Room 208

Meeting Adjourned

Tracks: MZ0000040-62 (7:05- 8:54pm)

Respectfully  
Submitted by,

Tracy Vess on behalf of Carl R. Erlacher